



EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking a professional and resourceful Clerical Assistant to support the Library's circulation needs. Bloomfield Township Public Library is a Class 5 Library, with a service population of 44,000+ people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Clerical Assistant

DEPARTMENT: Circulation, reporting to Assistant Department Head

HOURS:

Part-time, 15 hours weekly, days, evenings, and weekends.

WAGE & BENEFITS:

\$16.35 - \$21.61 per hour, per hour with increase possible upon successful completion of three-month orientation. Employee assistance program (EAP).

REQUIREMENTS:

MINIMUM:

- High school diploma
- Experience working with Windows-based computers and financial transactions
- Able to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones with or without reasonable accommodation
- Strong attention to detail
- Dependable and flexible work habits
- Desire to serve the public in a positive manner

DESIRABLE:

- Public library work experience.

RESPONSIBILITIES:

- Provides positive, pleasant professional service to the public at the Circulation desk
- Assists with department services, including support with opening and closing procedures
- Directs library visitors to appropriate public service desks
- Handles money transactions
- Assists with processing holds and sending notifications
- Assists with off-desk clerical jobs
- Assists with database management
- Uses current technologies for communication
- Assists in the development and implementation of Library policies and procedures

DUTIES MAY INCLUDE:

- Answer department telephone extensions and check voice mail
- Process and input patron registration information on computer
- Explain residency requirements to obtain library card
- Discuss notes on patron record with patron, explaining and resolving any problems
- Explain and collect overdue fines and fees for lost or damaged items

- Collect fees for lost library cards
- Verify accuracy of patron registrations
- Check out materials from our library collection
- Check out materials from other libraries (loaned to our library)
- Renew items over the telephone and resolve patron problems regarding renewals
- Prepare notes for items to be mended
- Clear on order status for new incoming material
- Check contents of cases used to hold CDs, books on CD and DVDs to verify all associated items returned and process items with missing parts
- Empty returned material bins including removal of bins from around the automated material handling system (AMH) system
- Collect door count from counters and record
- Check gate alarms on RFID system
- Train patrons to use self-check machines
- Change receipt printer paper on desk printers and self-check machines
- Take material out to patrons who have come for curbside service

APPLICATION: Due Monday, January 8

Employment Start Date: approximately mid-February

Your application must include:

- resume
- cover letter
- completed library application form
- clerical skills test

The clerical skills test must be taken at the Library. The application and the test are available at the Library's Welcome Desk. The application is also available on the Library's website at [btpl.org/about-us/employment /](http://btpl.org/about-us/employment/)

Careers

Bloomfield Township Public Library

1099 Lone Pine Road

Bloomfield Township, MI 48302

Email: careers@btpl.org

Fax: (248) 258-2555

Applications can also be delivered to the Library in person.

We spark curiosity and imagination by connecting the community to resources, technology, and support.

For more information about the Library, visit our website at

www.btpl.org

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.